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| **robert smith**  **Claims Officer** | Phone:(123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address:1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing this letter to express my interest in the vacant Claims Officer role that is currently available with \*\*\*. I hold a bachelor’s degree in Accounting from \*\*\*University and have worked in this role for more than 5 years now. And I strongly believe that my experience and understanding of claims evaluation, claims assessment, and processing as well as my leadership skills will be highly useful to your company’s growth and enhanced success. While I was working with \*\*\*\* I had the opportunity to groom my skills in various fields including – research skills, interpretation skills, and strong communication skills to communicate with key stakeholders, and policyholders.

A summary of my core accomplishments includes –

* Handled a high volume of no-fault claims using appropriate software and dairy systems
* Evaluation, and assessment of overall claims and service outcomes
* Excellent communication, and interpersonal skills with the ability to provide superior customer service.
* Experience in answering phones, and greeting customers in a professional fashion
* Negotiation and preparing claims for summons, defense, arbitration, etc
* Extensive computer knowledge with the ability to use a variety of applications and programs related to the field
* Highly motivated, and reliable personality ready to put skills in any challenging and fast-paced environment

My excellence in working both in a team and independent setting, along with my ability to handle claims properly will contribute immensely to the company. I assure you that if you give me an opportunity to work with your company, I shall prove to be a huge asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]